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Publications Review Board

"Helping You Honor the Oath"

(U) Back to School: Academic Submissions

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source

As the summer begins to wane (whether or not we'd like to believe it), there is a new semester on the horizon for many of the Agency's grad fellows, interns, and those pursuing personal and professional development in academic programs outside of the

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Agency. If you are heading back to school, remember that your prepublication obligation follows you into the classroom. If any of your assignments involve you writing about or commenting on the CIA, intelligence-related data or activities, foreign relations, or any subject on which you had access to classified information by virtue of your employment (which includes anything available on the ADN), they require PRB review.

When submitting an academic assignment to the PRB, please remember to include:

1. A specific due date
2. Supervisor's name & contact information
3. Indicate whether the Agency is funding the corresponding course work, or you are part of a CIA-organized intern, co-op, graduate fellow, or Congressional Fellow program (in some cases, an Outside Activities Request may be required)
4. A *single* attachment containing the document(s) to be reviewed

Some additional considerations about academic submissions:

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- **Contact Information** – If you are participating in an academic program outside the Washington Metro Area and will not have regular access to Agency computers, be sure you know how to submit your papers and projects before you leave. Most students can use the unclassified e-mail address ().

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- **Supervisor Information** – Depending on both the nature of the review (i.e., a weekly homework assignment vs. a dissertation) and your supervisor's preferences, they may be involved in the review of your submissions. Like the other contact information, your process will be smoother if you provide that information upfront, and we don't have to contact you again to get it.
- **Timeline** – Look realistically at your timeline. We realize a lot of assignments have short deadlines, and we do our best to meet them. A short essay we can usually turn around pretty quickly, often in a day or two. The bigger the project, the more you will need to plan ahead. A 250-page thesis that your university insists will go into ProQuest? That's going to require at least two weeks for PRB to give it the level of attention it requires. For larger projects, including theses or dissertations, please be in touch with the PRB throughout the writing process, starting with topic proposals.
- **What is Your University Policy on Dissemination?** – If you are in a degree-track program that requires a thesis or dissertation, you will need to find out what the university's policy is on dissemination of theses/dissertations. Many universities

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require that these types of papers be stored in the library or in ProQuest, and therefore, be available to the wider public. A few programs allow for a student to restrict the dissemination to just the advisor and reading committee. Your university's policy—and your choice whether to restrict dissemination or not—will determine the nature of the review and how long PRB will need for the review.

- **Use of Approved Material:** In many cases, academic submissions are approved to be shared only in the classroom and/or with a professor. If you later desire to use material approved for "academic-use only" for other purposes, a separate review and approval from PRB (and in some cases, Security) is required.

General submission instructions can be found [here](#).

If you have specific questions or concerns about submitting academic coursework to the PRB, please contact us.

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